

Executive Secretary

Director of Central
Intelligence

Deputy Director for Management
and Services

Retyped per written instructions from
the DCI.

Deputy Director for Management and
Services

29 Jul 74

STAT

STAT EO-DD/M&S: kmg (29 Jul 74)
Distribution:

Orig RS - Adse w/O&S of Att (DD/M&S 74-2641)

☒ - DD/M&S Subject w/background (ROS-HOLD)

DD/M&S 74-2641: Proposed memo for all employees fr DCI, subj: Agency Briefing Program

CENTRAL INTELLIGENCE AGENCY
62 74-4250

WASHINGTON, D.C. 20505

31 July 1974

MEMORANDUM FOR: All Employees

SUBJECT : Agency Briefing Program

1. Attached herewith is a copy of a letter dated 19 June 1974 from Mr. Peter Malof of The Brookings Institution, who has some kind words to say about the Agency's participation in its conference program this past year, and to suggest additional sessions in the Headquarters Building starting in December 1974.

2. On the basis of a suggestion by the Management Advisory Group (MAG), I asked for a general summary of the major briefing activities of the Agency in Fiscal Year 1974, with a primary focus on briefings and tours by non-Agency groups, such as Brookings. I have been emphasizing the need to achieve a broader understanding of the intelligence process and the work of the Central Intelligence Agency. These briefing sessions range from a few hours to two days, and the effort is directed at employees of other Government agencies, as well as private organizations.

3. The following list is not all-inclusive, and it does not cover the individual efforts by various Deputy Directors, but it highlights some of our major activities in Fiscal Year 1974:

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
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Federal Executive Institute Seminar	2	29
Industrial College of the Armed Forces	1	17
Foreign Area Officers' Course, Ft. Bragg, N.C.	1	50

4. It might also be of some interest to note our "Open House for Liberal Arts Faculties" held on 19 April 1974, with representatives from Atlanta University, Morehouse College, Spelman College, Xavier University, Morgan State College, North Carolina Central, Fisk University, Prairie View University, Hampton Institute and Virginia State College. There was a very candid and forthright exchange of views with these faculty members, who offered their comments about the Agency and our efforts to employ more blacks.

5. Most Agency employees are undoubtedly aware that on 11 May 1974 there was a "Retiree Homecoming Day," when we provided former employees from the Washington area with the opportunity to return as a group for a general discussion of the Agency and its activities. Well over five hundred retirees attended the briefing session in the auditorium, and there has been a very favorable reaction to the program.

6. The Agency also participates in a program of visits by the Presidential Classroom for Young Americans. During the past twelve months, eleven Presidential Classroom groups totaling 2,046 students and teachers came to the Headquarters auditorium to receive briefings on the mission and organization of the Agency.

7. As I mentioned in my address to the Los Angeles World Affairs Council in May 1974, we do not conduct a public relations program, and we are not in the public information business. But we do make as much information as possible available to the public, and this includes groups of our citizens who visit our facilities, where we try to

respond to their questions about the nature of American intelligence.

8. If any employees have any suggestions for groups who might be interested in these kinds of visits, please contact [redacted] Special Programs Officer, Office of Training, on extension [redacted]

151

W. E. Colby
Director

Att (DD/M&S 74-2335)

EO-DD/M&S:[redacted] kmg (16 Jul 74)
Rewritten:DCI:WEColby:kmg (26 Jul 74)

Distribution:

- Orig - DCI (return to OP for bulletin board)
- 1 - Signing Official
- 1 - ER
- 1 - DDCI
- ~~1~~ - DD/M&S Subject + background (DD/M&S 74-2570, -2552)
- 1 - DD/M&S Chrono

UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP		
TO	NAME AND ADDRESS	DATE
1	DD/M&S	
2	[Redacted]	7/26
3	Karen	
4		
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6		
ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <div style="text-align: center; margin-top: 10px;"> <p>Para 7</p> <p>[Redacted]</p> <p>Special</p> <p>Programs Officer, [Redacted]</p> <p>Mr. Blake reviewed the charges 7/26/74</p> </div>		
FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
DCI		7/25/74
UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 237 Use previous editions

(40)

The Brookings Institution

1775 MASSACHUSETTS AVENUE N.W. / WASHINGTON D.C. 20036 / CABLES: BROOKINST / TELEPHONE: (202) 797-6000

Advanced Study Program

June 19, 1974

The Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Bill:

This letter has a three-fold purpose: (1) to express our collective thanks for your assistance in the past year's conference program, (2) to confirm a request for a special session on August 22 for a group of faculty fellows, and (3) to list the Friday dates of the conferences for business executives scheduled next season.

It is difficult to add to the praise that the Langley sessions for these groups have earned in the past. The letters from participants are laced with words like "informative," "thrilling," and "well done." Our heartfelt appreciation to you, your associates, and your supporting staff for this valuable educational contribution!

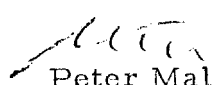
STAT

The request for a special meeting on August 22 was passed on to Mr. [redacted] by my colleague, Richard Simons, who will be in charge of an orientation to government for approximately twenty-eight faculty members of business colleges. These individuals have been selected to participate in a "Faculty Fellows" program sponsored jointly by the American Assembly of Collegiate Schools of Business and the Sears-Roebuck Foundation. They are drawn primarily from the fields of economics and business administration. They will be assigned to various federal agencies and departments for a period of practical work experience in government.

Finally, our regular series of conferences for business executives on government operations will resume in December. The dates on which we hope we can again arrange a series of Langley sessions are as follows (each a Friday): December 6 (1974), January 31 (1975), February 28, March 14, March 28, April 11, April 25, May 16, June 6, and June 27.

With best wishes for a good summer,

Sincerely yours,


Peter Malof
Senior Staff Member and
Coordinator of Business Programs

The Director

Bill:

I understand that the Agency MAG expressed some surprise at the number of outside groups which visit the Agency, and the suggestion was made that this information should be made known to the Agency populace.

The attached memo was prepared for your signature because the idea originated with MAG, the information will probably be of widespread interest in the Agency, and it carries more weight coming from the DCI. If you agree with the approach, I propose to put the signed memorandum on the official bulletin board.

/s/ John F. DeLoe

for Harold L. Brownman

17 JUL 1974

STAT

EO-DD/M&S: [] kmg (16 Jul 74)

Distribution:

Orig - Adse w/O of Att (DD/M&S 74-2641)

1 - ER

1 - DDCI

1 - DD/M&S Subject w/cy of Att + background (DD/M&S 74-2570, 4-2552, 4-2335)

1 - DD/M&S Chrono

DD/M&S 74-2641: Proposed Memo for all employees fr DCI, subj: Agency Briefing Program

DD/M&S 74-2570: Memo dtd 9 Jul 74 to DD/M&S fr DTR, subj: Visits of Groups to CIA

DD/M&S 74-2335: Ltr dtd 19 Jun 74 to DCI fr Peter Malof of The Brookings Institution
re thanks for CIA assistance and to schedule conferences for next session

DD/M&S 74-2641

MEMORANDUM FOR: All Employees

SUBJECT : Agency Briefing Program

1. Attached herewith is a copy of a letter dated 19 June 1974 from Mr. Peter Malof of The Brookings Institution, who has some kind words to say about the Agency's participation in its conference program this past year, and to suggest additional sessions in the Headquarters Building starting in December 1974.

2. On the basis of a suggestion by the Management Advisory Group (MAG), I asked for a general summary of the major briefing activities of the Agency in Fiscal Year 1974, with a primary focus on briefings and tours by non-Agency groups, such as Brookings. I have been emphasizing the need to achieve a broader understanding of the intelligence process and the work of the Central Intelligence Agency. These briefing sessions range from a few hours to two days, and the effort is directed at employees of other Government agencies, as well as private organizations.

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4. It might also be of some interest to note that I did take the opportunity to participate in an "Open House for Liberal Arts Faculties" held on 19 April 1974, with representatives from Atlanta University, Morehouse College, Spelman College, Xavier University, Morgan State College, North Carolina Central, Fisk University, Prairie View University, Hampton Institute and Virginia State College. There was a very candid and forthright exchange of views with these faculty members, who offered their comments about the Agency and our efforts to employ more minorities.

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7. As I mentioned in my address to the Los Angeles World Affairs Council in May 1974, we do not conduct a public relations program, and we are not in the public information business. But we do make as much information as possible available to the public, and this includes groups of our citizens who visit our facilities, where we try to

respond to their questions about the nature of American intelligence. I will be supporting the Brookings program in the coming year, and I intend to continue with these modest efforts to provide a better understanding of the intelligence process.

W. E. Colby
Director

Att (DD/M&S 74-2335)

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- 1 - HLB Chrono

ORIGINATOR:

/s/ John F. Bickel

17 JUL 1974

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Date

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Morgan State College, North Carolina Central, Fisk University,
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respond to their questions about the nature of American intelligence. ~~I will be supporting the Brookings program in the coming year, and I intend to continue with these modest efforts to provide a better understanding of the intelligence process.~~

If any employees have any suggestions for groups who might be ~~included in these~~ interested in these kinds of visits, please contact ~~a MAC~~ the _____?

W. E. Colby
Director

Att

UNCLASSIFIED

CONFIDENTIAL

SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	7/16	
2	Mr. Blake	17 JUL 1974	
3	Mr. Brownman		
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

1 to 3: Recommend your signatures.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

UNCLASSIFIED

CONFIDENTIAL

SECRET

FORM NO.
1-67

237

Use previous editions

(40)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DTR

EXTENSION

NO.

DTR-0437

DATE

9 JUL 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDM&S

2.

7/9 7/11

3.

Mr. Blake

11 JUL 1974

4.

5.

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7.

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9.

10.

11.

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13.

14.

15.

The attached is in response to the suggestion that we publicize visits by outside groups on the classified bulletin board.

DIR-0-127

9 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services
 SUBJECT : Visits of Groups to CIA


1. The Director has emphasized the need to achieve a broader understanding of the role of national intelligence and the work of CIA. The Office of Training has been participating in a substantial way in Agency efforts to meet this goal by organizing programs of briefings and tours for non-Agency groups. These include a number of training courses for the employees of other departments or agencies, but they also include groups from private organizations. The programs range from several hours to two days.

2. The following is a list of the more significant visits of groups to Headquarters during fiscal year 1974.

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
Brookings Conference for Business Executives	9	272
<i>Voluntary Serv As</i> NSA Training Courses	4	150
Washington Journalism Association Fellows	1	12
JCS-DIA Orientation	2	116
FSI Training Courses	3	77
Special "Day at CIA" for State Department Officers	1	140
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Industrial College of the Armed Forces	1	17
Foreign Area Officers' Course, Ft. Bragg, N.C.	1	50

3. In addition, the Office of Personnel administers a program of visits by the Presidential Classroom for Young Americans. During the past twelve months 11 Presidential Classroom groups totaling 2,046 students and teachers came to the Headquarters Auditorium to receive briefings on the Agency ~~by the OTR Briefing Officer.~~


 Arnonso Rodriguez
 Director of Training

STAT

CENTRAL INTELLIGENCE AGENCY

Open House for *Liberal Arts Faculties*



19 April 1974
Washington, D. C.

PROGRAM

0930 - 1000

Welcome to CIA
Dr. Edward Proctor
Deputy Director for Intelligence

1000 - 1030

Coffee and Administration

1030 - 1230

Visits to:

Cartographic Display
Library
Computer Center
Operations Center, OWI

1230 - 1345

Lunch with CIA officials

1345 - 1545

Visit with Office Directors

1600 - 1700

Roundtable discussion on the role of the Black Professional
in CIA
Mr. W.E. Colby
Director, Central Intelligence

1700 - 1900

Reception in
Executive Dining Room

1900

Return to Hotel

GUESTS

Atlanta University

Dr. Mildred Glover
Dr. James Hefner
Dr. Robert Holmes
Dr. John Reed
Dr. Robert Vowels
Dr. Dan Young

Morehouse College

Prof. Robert Brisbaine
Dr. Alton Hornsby
Dr. Tobe Johnson
Dr. William Pickens

Spelman College

Dr. Richard Carroll
Prof. Marcia Halvorsen
Prof. Lois Moreland
Prof. Robert E. Perdue

Xavier University

Prof. George McKenna
Dr. Carolyn Williams

Morgan State College

Dr. Joseph Overton

North Carolina Central

Dr. Tyrone Baines
Prof. Clarence Brown
Prof. Robert Montgomery
Dr. Charles Ray

Fisk University

Dr. Wilfred David
Dr. Kerry Davidson
Dr. Robert Devieux
Dr. Rosentene Purnell
Dr. Tandy Tollerson

Prairie View University

Prof. Huelen M. Davis
Prof. Charles Tatum

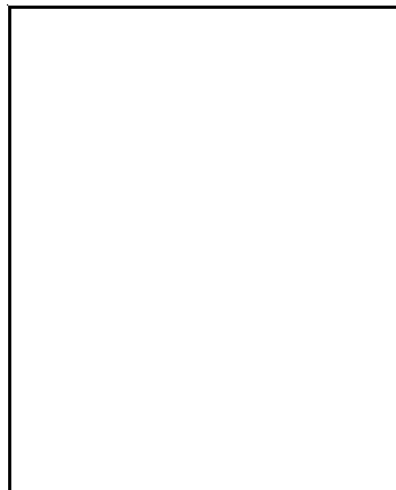
Hampton Institute

Mr. George Cullen
Mr. Novell Dickinson
Ms. Anne Wortham

Virginia State College

Mr. B.F. Dabney
Dr. Oscar Williams

Escorts



STAT

18 JUL 1974

Mr. Peter Malof
Senior Staff Member and
Coordinator of Business Programs
The Brookings Institution
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Peter:

Thank you for your letter to Mr. Colby of 19 June 1974. We appreciate your complimentary remarks about the Agency's participation in the Brookings Conferences for Business Executives. You spoke of the educational value to the businessmen who visit CIA for briefings. This works both ways, as it is also a valuable and unique opportunity for senior CIA officers to meet with leading members of the business community and hear and respond to their questions and concerns about the responsibilities and activities of the Agency and the Intelligence Community.

We will be glad to participate in the Brookings Conferences in the upcoming 1974-75 season. The dates you mentioned will be fine as will the session on 22 August 1974 for faculty members of business colleges. [redacted] of my staff will coordinate these events as he did the past season.

Sincerely,

[redacted]

Alfonso Rodriguez
Director of Training

Distribution:

Orig - Adse
1 - ER
1 - DDM&S

TRANSMITTAL SLIP

DATE

TO:

DDM&S

ROOM NO.

BUILDING

HQ

REMARKS:

Reference your note:
We are preparing for the
Director's Bulletin Board a
list of the more significant
visits to CIA for briefings
over the past fiscal year.

FROM:

Director of Training

ROOM NO.

BUILDING

CofC

EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-B
WHICH MAY BE USED.

(47)